Mounds View
HIGH SCHOOL
Mounds View Public Schools

MOUNDS VIEW HIGH SCHOOL PSEO GUIDELINES & CONSIDERATIONS

POST-SECONDARY ENROLLMENT OPTIONS (PSEO) is a program that allows 10th*-, 11th- and 12th-grade students to earn college credit while still in high school through enrollment in and successful completion of college-level courses. Most PSEO courses are only open to high school students during their 11th- and 12th-grade year, with each participating college and university setting their own requirements for enrollment into the PSEO courses and programs. With traditional PSEO, these courses are generally offered on the campus of the post-secondary institution (highly encouraged) while some courses are offered online.

Students must meet the PSEO eligibility requirements and abide by participation limits. Students may take PSEO courses on a full- or part-time basis. Interested and eligible 11th- and 12th-grade students should contact the postsecondary institution to find out their eligibility requirements, which courses are offered and what the application process is at that institution. Postsecondary institutions are not allowed to charge PSEO students for tuition, textbooks or support services. Students may be charged for equipment that becomes their property when the course or program is completed.

To assist the district in planning, students are required to meet with their high school dean to discuss their intent to enroll in PSEO courses **no later than May 30th** of the previous school year. Students should seek guidance from their dean to determine if PSEO is the right fit for them and their academic plan. Deans are not available during the summer to discuss course enrollment for PSEO.

For a list of schools and their contact information, access the list of Participating Postsecondary Institutions here: http://tinyurl.com/pseolist. Interested and eligible 10th-grade students should contact the postsecondary institution to find out which Career and Technical (CTE) courses are offered and what the application process is at that institution.



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BEFORE YOU APPLY - Please read through each consideration for enrolling in PSEO and initial after every point to confirm your awareness and understanding. Students and parent/guardians are expected to complete this form together.

PSEO CONSIDERATIONS - READ THOROUGHLY!	Student	Guardian
1. Meet with Dean by May 30th if you plan to enroll in PSEO next school year.		
2. PSEO is not "trying out college" . . . **IT IS COLLEGE**. PSEO grades **WILL** factor into your permanent **high school AND college records (transcripts, GPA, rank, etc.)**		
3. PSEO is intended for motivated, independent, responsible students who can advocate for their academic needs in the collegiate setting.		
4. Students are responsible for applying to the post-secondary school directly, completing the required paperwork at MVHS , and requesting official transcripts.		
5. The decision to admit or deny, course expectations, and subsequent grades are entirely at the discretion of the college or university.		
6. Every student is responsible for scheduling and meeting with their Dean in a TIMELY manner before the beginning of each semester to approve course selection and to ensure graduation requirements are met.		
7. Credits earned from PSEO institutions may or MAY NOT transfer to every college; therefore, **it is the student's responsibility to research transferability.**		
8. Due to FERPA laws colleges will **NOT** share information with parents/guardians or high schools. This information includes enrollment, attendance, current grades or any information about the student's record. Therefore, it is solely the student's responsibility to communicate this information to parents/guardians and their Dean.		
9. Students are expected to be on their college or university campus during the time of their scheduled PSEO course(s). For a rich, authentic college experience, students are encouraged to use their campus resources and spaces.		
10. Students **MUST** immediately notify their Dean if any classes are added or dropped. Do not wait - failing PSEO classes will also = failing high school credits.		
11. All students are responsible for providing their own transportation. Students can contact the Minnesota Department of Education (Julie Garvey: 651-582-8524) for information regarding transportation assistance for families at or below the federal government poverty level guidelines.		
12. Students must maintain a full-time course load between high school & college classes. (1 college credit = .25 high school credit) ⇒ **Students must be enrolled in the classes for the entire term.**		
13. Seniors enrolled in PSEO are fully responsible for contacting Mounds View regarding all senior information such as yearbook photos, graduation-related details, general announcements, etc. **Check your school email often.**		
14. A high school diploma will be granted when the college transcript is evaluated by an MVPS representative and all graduation requirements have been met.		

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NEXT STEPS - Once you have read, understood and initialed through the "*PSEO Considerations"* on page 2 of this packet, complete the following steps of the process to enroll in PSEO for next year:

- ☐ Research PSEO programs and attend informational sessions offered at various colleges
- ☐ Complete the college PSEO application
- ☐ Complete the MDE Notice of Student Registration Form
- ☐ Return this form signed by you and your parent/guardian
- ☐ Make an appointment to discuss PSEO with your Dean. Bring all of your paperwork with!
- ☐ Contact the college regarding your admissions decision and next steps (wait 2 weeks - 1 month)
- ☐ If offered, attend an orientation at the college before classes begin (even in the spring/summer)
- ☐ Register for courses with a PSEO advisor at the college
- ☐ PROVIDE A COPY OF YOUR REGISTERED/SCHEDULED COURSES TO YOUR DEAN BEFORE THE START OF THE COLLEGE SEMESTER. Deans will not change your high school schedule until we receive a copy of your college schedule.

PSEO is a great opportunity for students who want to rise to the challenge and experience college life and learning. Students in PSEO will need to assume the responsibility of being a college student on campus, utilizing resources and staff at the college that can support their learning and success.

Remember: Mounds View deans and staff will NOT have any access to student's college grades, attendance, curriculum, professors or other information.

Student's Full Name_____ ID#_____

Next Year's Grade Level_____ Dean_____

By signing below, I am acknowledging that I have read and understood all the information presented in this document and have followed the processes necessary to pursue enrollment and admission into a PSEO program that is off-site from Mounds View High School.

I understand how my postsecondary college enrollment and financial aid status can be impacted by my PSEO performance and achievement while I am still in high school.

_____ _____
Student Signature MM/DD/YYYY

_____ _____
Parent/Guardian Signature MM/DD/YYYY

* Please make a copy of this document for your own records.